

SANDY CITY  
APPROVED POSITION SPECIFICATIONS

|                           |                                 |                       |                    |
|---------------------------|---------------------------------|-----------------------|--------------------|
| I. <u>Position Title:</u> | Chief Engineer–Public Utilities | <u>Revision Date:</u> | 06/06              |
|                           |                                 | <u>EEO Function:</u>  | Utilities & Trans. |
|                           |                                 | <u>EEO Category:</u>  | Professional       |
|                           |                                 | <u>Status:</u>        | Exempt (Prof)      |
|                           |                                 | <u>Control No:</u>    | 30551              |

II. Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision and direction of the Engineering Manager, manages and coordinates the planning, design, construction, development review, and operation of a variety of major engineering projects. Make decisions and recommendations that are authoritative and have an important impact on City policies and procedures, and professional engineering and managerial activities. Supervises engineering personnel and represents the Engineering Manager in his absence.

III. Essential Duties

- Oversee the day-to-day operation of engineering programs in all phases of project management and development review including planning, design, estimating, preparing specifications, field surveying, construction inspection, contract administration, operations and maintenance.
- Supervise engineering personnel.
- Develops and manages departmental engineering operational procedures.
- Prepare operational and capital improvement budgetary information.
- Ensures that projects are planned, designed, constructed and operated in accordance with City Standard Specifications and sound engineering practices, and are completed within allotted budgets and time schedules.
- Assist with planning for future short-term and long-term needs, including water source development.
- Prepare, organize, and maintain Engineering Division files and reports.
- Provide professional technical assistance and consult with other departments on utility system engineering matters.
- Participate in advisory boards and other board meetings.

IV. Marginal Duties

- Respond to public inquiries, complaints, and requests.
- Respond and investigate complaints regarding public improvements.
- Perform other duties as assigned.

V. Qualifications:

**Requirements:** Valid Utah Driver's License is required.

**Education:** Bachelor's degree in civil engineering or related field. Must be a licensed Professional Engineer in the State of Utah.

**Probationary Period:** A one-year probationary period is a prerequisite to this position.

**Experience:** Five years engineering experience, two of which must include supervisory responsibilities; may substitute an equivalent combination of education for experience except supervisory experience.

**Knowledge of:** Engineering principles, procedures, and practices; principles of management and budgeting; principles of maintenance and construction; OSHA safety standards and EPA water standards and other

related local, state, and federal regulations; utility system facilities, equipment, and operations.

**Responsibility for:** Correct judgment, accidents could be caused bringing injury and death to citizens as well as legal action against the City; great responsibility for the care, condition, and use of materials, equipment, money, and tools; great responsibility for making decisions which affect the activities of other individuals; supervision of engineering staff; great responsibility for safety and risk management issues related to the operation.

**Communication Skills:** Ability to professionally furnish and obtain information from other departments; contact with other departments, requiring tact and judgment to avoid friction; constant contact with the public presenting data that may influence important decisions; requires a well-developed sense of strategy and timing; ability to deal well with developers; attendance at public meetings; ability to deal well with upset and irate people.

**Tool, Machine, Equipment Operation:** Regular use of a telephone, computer, printer, and 10-key; frequent vehicle use.

**Analytical Ability:** Communicate effectively verbally and in writing; read plans and blueprints; prioritize tasks; establish effective working relationships with employees and the public; records management skills; apply complex concepts to the solution of problems and performance of assigned duties; establish meaningful goals and priorities; prepare plans and specifications, evaluate projects.

VI. Working Conditions:

Great mental effort is required daily; moderate exposure to stress working with developers, deadlines and night meetings; occasional field work and exposure to traffic and construction site hazards, dust, and noise.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

PERSONNEL DEPT. APPROVED BY: \_\_\_\_\_

DATE: \_\_\_\_\_